

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
6:00 p.m., Tuesday, August 5, 2014**

Selectboard: David Rogers and Cliff Peterson

Town Staff: Brian Bigelow

Public: Ruth Miller (MMCTV), Tom Lee

6:00 p.m. Meeting called to order.

6:01 p.m. Public Comment –

No public present to comment on non agenda items.

6:02 p.m. Tom Lee, Recreation Committee

General Discussion was held with Tom Lee about the membership and participation of the Recreation Committee. Recently it has been a one man show with infrequent meetings only on an 'as needed' basis. Option of a volunteer Director who would report to the Selectboard discussed. Town Pond site and basketball court discussed. Paving Bids reviewed.

Cliff Peterson moved to authorize the Town to enter into a contract with Wilfred King Paving for the basketball court in the amount of \$3,245. David Rogers seconded and the motion passed 2-0 (Seth Friedman absent).

Tom Lee will ask contractor for an estimate on the cost of refurbishing the tennis courts to have a current estimate available for the Capital Improvement Plan (CIP). Tom Lee showed a proposed sign which states the Park would be closed Dusk to Dawn. Selectboard approved the signage.

Cliff Peterson moved to pass a Resolution establishing the Town Park hours of operation as being Dawn to Dusk. David Rogers seconded and the motion passed 2-0 (Seth Friedman absent).

6:20 p.m. Old Business

Town Administrator advised the Selectboard on the status of ongoing projects.

- CIP – Staff and volunteers working on program for evaluating condition of Town Highways to establish more detailed costs.
- Town Hall Renovations – Painting will be back on site 8/6, Carpenter in approximately 2 weeks and the window restoration continues on schedule.
- Town Garage Roof Remediation – Staff to work with Architects on phasing improvements to start with heat exchanger.
- Roaring Brook/Meadow Lane Flooding – no input from engineer received yet.

7:35 p.m. New Business

Town Administrator to stay in contact with ANR/DEC/Solid Waste Division regarding local Landfill Post Closure Plan status.

Better Backroads Grant in the amount of \$10,000 for Harvey Road reviewed by Board.

Cliff Peterson moved to accept the Better Backroads Grant, Contract #GR0418. David Rogers seconded and the motion passed 2-0 (Seth Friedman absent).

Vice Chair David Rogers signed the Grant Agreement, Town Administrator to process.

Selectboard reviewed the proposed Intergovernmental Agreement between the Town and the Chittenden Unit for Special Investigation (CUSI). Town Administrator directed to contact CUSI for preliminary budget numbers and carry over to the 8/12 agenda.

Town Administrator gave a brief overview of meeting earlier in the day with Major Jacob Roy (VTARNG) and Paul Oskvarek (DOD/Office of Economic Adjustment) regarding potential Joint Land Use Study of the Ethan Allen Firing Range and adjoining towns. Selectboard members will review documentation provided. Town Administrator will monitor levels of interest from Towns of Jericho and Bolton.

Seth Friedman arrives at 6:34 p.m. Seth advised that there had been another hypodermic needle found at the Town Pond site. Lifeguard to be advised to contact the Town Health Officer in the event of future finds. Consensus of the Board is that this matter should be revisited at their next meeting.

6:54 p.m. Warrants and Minutes.

Current Warrants reviewed and signed.

David Rogers moved to approve the minutes of 07/22/2014. Cliff Peterson seconded and the motion passed 3-0.

David Rogers moved to approve the minutes of 07/25/2014. Cliff Peterson seconded and the motion passed 3-0.

7:05 p.m. Member Items, Correspondence, Announcements, Schedule.

Board reviewed and dispensed with the following correspondence: FEMA finance statuses, Highway Part Time Hours as of 7/31 and email from Town Finance Officer regarding Truck Purchase reviewed. Board consensus was to review policy and particulars with Road Foreman on August 12, 2014 meeting. Annual budget amount of 320 hours of Part-time help needs to be followed to include reserving 160 hours for winter road maintenance. New truck is being purchased under the State Contract pricing. Documentation to be provided to, and reviewed by, the Town

Treasurer to proceed with obtaining the most advantageous loan terms. The borrowing limit is to be the \$160,000 that was approved by voters at Town Meeting.

Notice from Town Attorney on Goplen Appeal of DRB decision noted, proposed court date in spring of 2015, no action taken.

Letter from Richard and Benjamin Wilcox expressing dissatisfaction with treatment by an unnamed "*single lister*" reviewed. The Board determination was that an Executive Session would be the appropriate forum but would do that at the end of the meeting.

Consensus of Board is that a potential combination sidewalk plowing bid with the Town of Jericho would be mutually beneficial.

Memo from Town Planner Zoning Administrator regarding proposed changes to driveway plan on Northrup subdivision discussed. Consensus of Board is that as the December 8, 2005 Selectboard minutes read "*The Board reviews the Northrup application for a curb cut and approval of the shared driveway design* (emphasis added). The unshared portion of the driveway will require an Access Permit application and that the site topography provided appears to warrant a driveway profile.

After review, the consensus of the Selectboard was to have the Chair sign the proposed contract with X-L Building & Design.

The Board reviewed Greg Smithers' amended payment schedule proposed in his email of 8/5/14. Due to the relocating required by the carpenter not being available for two weeks (+/-), Smithers is requesting that invoices need not wait for completion of each façade.

David Rogers moved that Painting Contractor Greg Smithers could submit partial invoices for incomplete facades with oversight provided by the Town Administrator. Cliff Peterson seconded and the motion passed 3-0.

Town Administrator's unused vacation roll over requested and approved in June was reviewed as it contravenes policy.

David Rogers move to confirm the Selectboard's June 20, 2014 motion authorizing the rollover of 40 hours; with the caveat that the 40 hours be utilized by September 1, 2014. Cliff Peterson seconded and the motion passed 3-0.

Town Administrator directed to contact JUWD/Marc Maheux regarding installation of riser for water line on River Road.

7:32 p.m. Executive Session

Cliff Peterson moved to have Selectboard enter Executive Session to discuss a personnel matter. David Rogers seconded and the motion passed 3-0.

7:54 p.m. Executive Session

Cliff Peterson moved the Selectboard exit Executive Session. David Rogers seconded and the motion passed 3-0. Town Administrator directed to draft letter to Wilcox family.

7:58 p.m. Announcements/Schedule.

Notice made of August 12, 2014 6:00 p.m. being the next scheduled meeting. That special meeting was effectively a reschedule of the August 19 meeting that was canceled due to a lack of a quorum. The next regularly scheduled meeting is September 2, 2014 6:00 p.m.

8:00 p.m. Adjournment.

David Rogers moved to adjourn. Cliff Peterson seconded and the motion passed 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended.



David Rogers, Vice Chair

8/12/14

Date